

Employee Guide – Employee Work Center

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PURPOSE


This is a reference for employees to navigate in the Employee Work Center, and find and complete tasks.

SIGN IN TO THE EMPLOYEE WORK CENTER

1. Type your User Name, press tab, and then type your password.
2. Click **Sign In**, or press enter.

Sign In to Workday

 User Name

 Password

Sign In

Change Password

Forgot Password?

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3. If this is your first time signing in, or your password has been reset, or it has been 90 days or more since you last reset your password, you will be required to change your password. The minimum password requirements are:

MINIMUM PASSWORD REQUIREMENTS

- At least 8 characters.
- At least one upper case alpha letter.
- At least one lower case alpha letter.
- At least one number.
- At least one special character, for example: ! @ # \$ % ^ & * () _ + =.


<ol style="list-style-type: none">1. Enter your old/temporary password in the Old Password field. Enter the new password in the New Password field and then type the new password again in the Verify New Password field.2. Click Submit.	<div><h3>Forgot Password</h3><p>Please change your password</p><div><input type="password"/></div><div><input type="password"/></div><div><input type="password"/></div><div>Submit</div></div>
<ol style="list-style-type: none">1. If this is your first time signing in, you will be required to select AND answer three Challenge questions.2. If you do not know an answer to the three default questions, click the down arrow next to the question to see other questions. The answer fields to the security questions are case sensitive, so be sure to remember which upper and lower case characters you use when answering the questions.3. Type an answer for the three different Challenge questions.4. If you want to see the answers that you typed, there is a checkbox below the question list, Show Answers, which you can check to display the answers.5. Click Submit.	<div><h3>Select Challenge Questions</h3><div>What city were you born in? (City name only)</div><div>your answer</div><div>What was the name of your first employer?</div><div>your answer</div><div>What is the name of your paternal grandmother?</div><div>your answer</div><div><input checked="" type="checkbox"/> Show Answers</div></div>


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CHANGE PASSWORD


1. On the Sign In screen, you will see a link to Change Password. This will take you to a screen where you will fill in the following information:
 - a. User Name.
 - b. Old Password.
 - c. New Password.
 - d. Verify New Password.
2. Click **Submit**.

Change Password

 User Name

 Old Password

 New Password

 Verify New Password

Submit

FORGOT PASSWORD?

1. On the Sign In screen, you will see a link for Forgot Password? This will take you to a screen where you need to type your User Name. Type it, and then click **Continue**.
2. You will be required to answer the three security questions you answered on a previous sign in.
3. Answer the three questions, and then click **Submit**.
4. You will be sent an email with a new, temporary password. Once you type that password, you will be required to type a new password, and then verify that new password.

Forgot Password

What city were you born in? (City name only) ▼

your answer

What was the name of your first employer? ▼

your answer

What is the name of your paternal grandmother? ▼

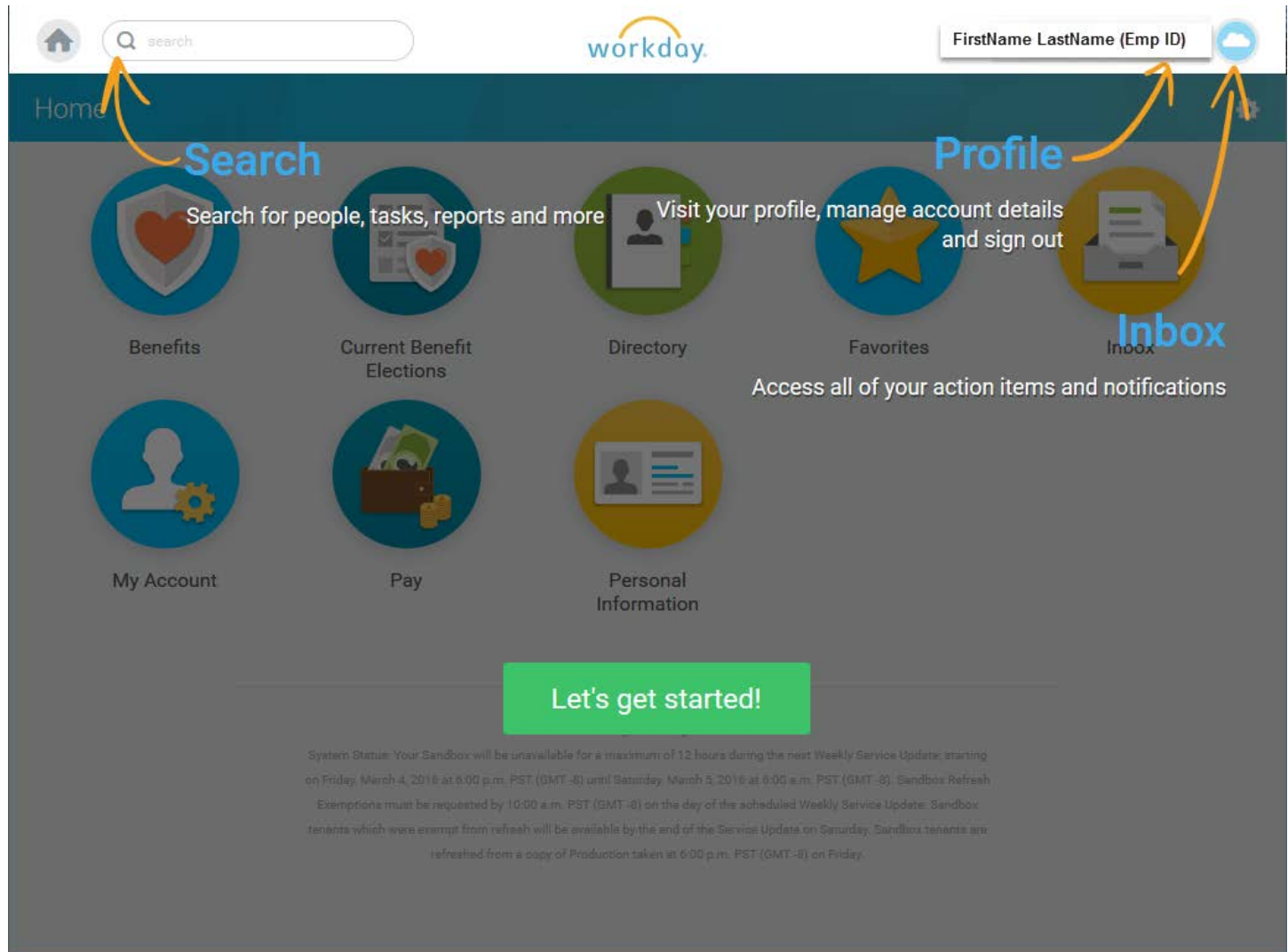
your answer

☒ Show Answers

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FIRST SIGN IN – LET’S GET STARTED!

The very first time you sign in to the Employee Work Center, you will see the following “Let’s get started” page, which shows you a very brief overview of some of the features. Click the green button, Let’s get started!



THE HEADER



1. WORKDAY ICON

- At the upper left, there is a Workday icon, which, when clicked, will take you to your EWC home page.

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2. SEARCH BOX

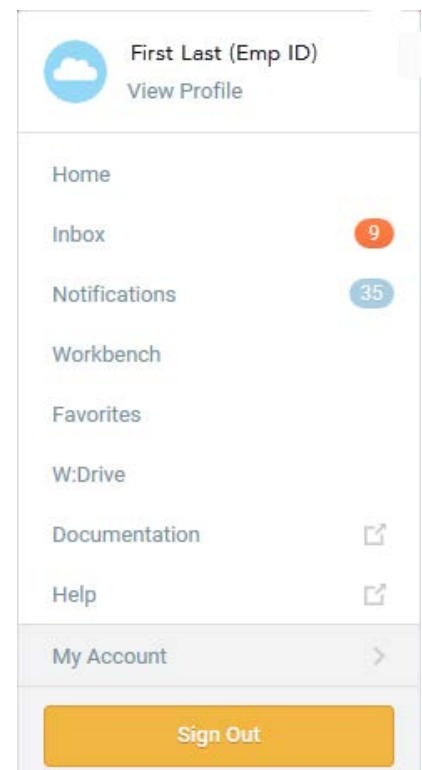
- a. Use the Search window as another option to locate information to which you have access. For example, typing “address” in the search window brings up a series of reports that display a history of your address changes and a list of email addresses. Some of these reports are actionable by clicking the **Edit** button. Or, you can search for tasks you need to do your work, i.e., Hire Employee, Change Job, Change Compensation, or Create Position, etc.
- b. You can access information about other State of Nebraska employees via the search. If you have no support or managerial responsibilities, the information you are able to view about other workers is restricted to their available work contact information, including phone, email and instant messenger ID. For more specific searches (by department, for example), you may need to click on a category (on the left side of the screen after you do a search), such as People or Organization. If you wish to view directory level information on another employee, type the employee’s name or Employee ID.

3. HOME (THE ICON IN THE MIDDLE)

- a. Click here to return to your EWC home page.

4. WORKER PROFILE

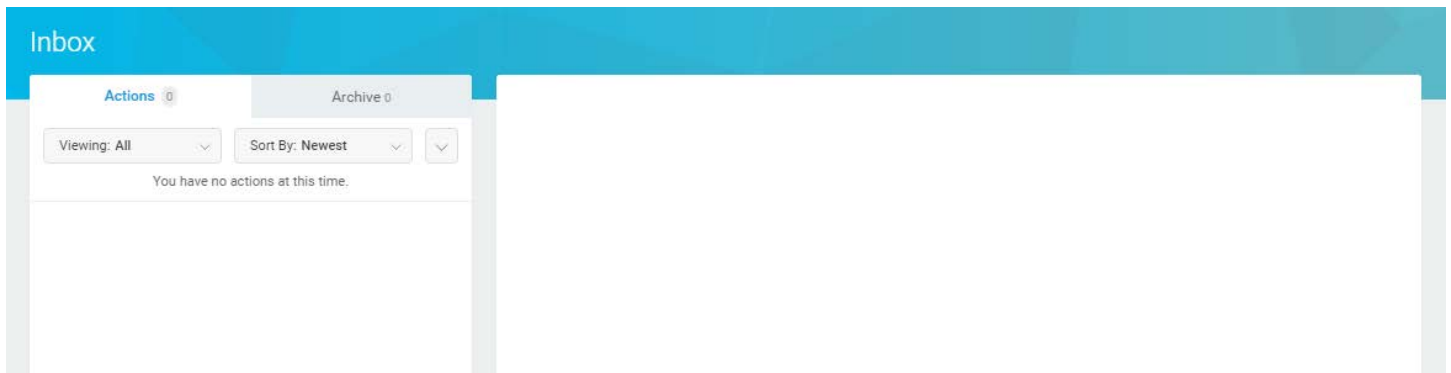
- a. When you click your name in the upper right-hand corner, you will be able to navigate to your worker profile (click **View Profile**). NOTE: If you have a preferred name entered into the system, it will display as shown here: **[Legal Name] | [Preferred Name] (Emp ID)**.
- b. In addition, when you click your name, you will see a list of menu options, shown here:
 - i. Home – Back to your EWC home page.
 - ii. Inbox – Actionable items for which you are responsible, as part of your job responsibilities, or, during open enrollment, there will be a link for you to complete your Open Enrollment event (see Inbox screenshot on next page).
 - iii. Notifications – System notifications that have been sent to you. They may contain information about items you need to complete in re: to employee actions.
 - iv. Workbench – Only available for “system administrators”.
 - v. Favorites – This will display a list of Shared Custom Reports to which you have access and any favorite tasks or reports that you have added as a favorite.
 - vi. W:Drive – This is a virtual drive where you can temporarily store generated reports. It does not refer to a mapped drive letter on your computer.
 - vii. Documentation – Opens a new browser window to the Workday documentation page. You may or may not have access to Workday Community.
 - viii. Help – Opens a new browser window to the user guide page.
 - ix. My Account – Shows the following options: Change Password, Change Preferences, and Manage Password Challenge Questions.
 - x. The Sign Out button.



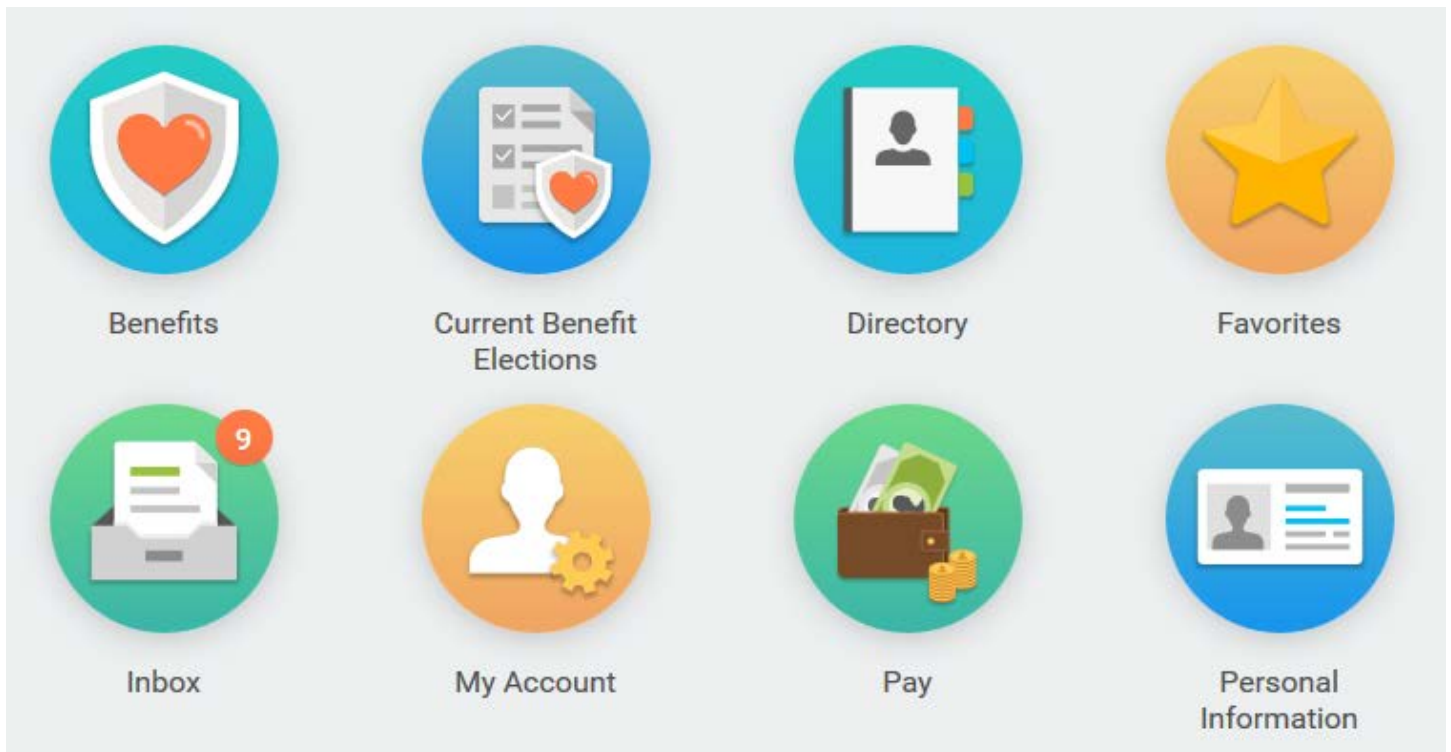
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5. INBOX

- a. The inbox icon will include a list of your action items. You will also see a link to View Inbox, where you are able to see greater detail about the items included in your inbox. If there is an item in your Inbox, it **requires** action on your part, so you must do something with it. If you do not, then a process remains unfinished and it may mean that you do not have benefits that you think you have.



HOME PAGE ICONS



1. Your EWC home page contains a number of items, which are links to display more information about each item. The list includes:
 - a. Benefits – Shows items related to YOUR benefits. You can perform the following on this page: Change Benefits, Beneficiaries, and/or Dependents. Retirement Savings also shows up on this page, but you are not able to change this information.
 - b. Current Benefit Elections – Shows your current Benefits.
 - c. Directory – Shows your Co-workers on the left, and links to “organizational” information on the right.

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- d. Favorites – Shows any of your personal Favorites that you have set up on this page.
 - e. Inbox – Actionable items for which you are responsible, as part of your job responsibilities, or, during open enrollment, there will be a link for you to complete your Open Enrollment event (see Inbox screenshot on next page).
 - f. My Account – Shows the following options: Change Password, Change Preferences, and Manage Password Challenge Questions.
 - g. Pay – Contains a link to your Payment Elections, which shows your bank account(s) and the distribution elections for your pay checks.
 - h. Personal Information – On the left side, shows a number of different items you can change, such as your: Contact Information, Emergency Contacts, Marital Status, Legal Name, Preferred Name, and Birth Date. On the right side, there are links for you to view the following personal information: About Me, Addresses, Email Addresses, Address Change, Name, Phone Numbers, and Worker Documents (if any have been added into the system).
2. Your icons may vary slightly from what is shown above. However, at a minimum, you should have icons for Pay, Benefits, and Personal Information. When you click any one of those icons, the lists below will change to items you can view about that subject, and items you can change, when applicable.

YOUR EMPLOYEE PROFILE

1. Access your Employee Profile by clicking your name in the upper right-hand corner, and then clicking View Profile. This page contains your photo (if added into the system) and detailed information about you and your employment.

The screenshot displays the Employee Work Center profile page for a CORR OFFICER. The header shows the employee's name and ID (046123456). Below the header, there are tabs for Job, Compensation, Benefits, Contact, Personal, and Overview. The Job tab is selected, showing Job Details and Contact Information. The Job Details section includes fields for Employee ID, Organization, Position, Business Title, Job Profile, Employee Type, Time Type, FTE, Location, Hire Date, Original Hire Date, Continuous Service Date, Years of Service, Time in Position, and Time in Job Profile. The Contact Information section includes Phone and Work Address.

First Name Last Name (Emp ID) ...	
CORR OFFICER	

046123456 CORR OFFICER	
+1 (402) 555-5555 (Mobile)	View Team
	Omaha Correctional Center (OCC) - Omaha

Job	Compensation	Benefits	Contact	Personal	Overview
Job Details	Manager History	Management Chain	Organizations	Worker History	

Job Details	
Employee ID	1234567890
Organization	State of Nebraska () >> Corrections Security OCC (Manager Name (Emp ID))
Position	046123456 CORR OFFICER
Business Title	CORR OFFICER
Job Profile	P66111 - CORR OFFICER
Employee Type	Regular
Time Type	Full time
FTE	100.00%
Location	Omaha Correctional Center (OCC) - Omaha
Hire Date	07/27/2015
Original Hire Date	07/27/2015
Continuous Service Date	07/27/2015
Years of Service	0.6
Time in Position	0.56
Time in Job Profile	0.6

Contact Information - Public	
Phone	+1 (402) 555-5555 (Mobile)
Work Address	
2323 E Avenue J Omaha, NE 68110 United States of America	

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2. It includes the following tabs:
 - a. Job – includes Job Details, Manager History, Management Chain, Organizations, and Worker History.
 - b. Compensation – includes Compensation and Pay Change History.
 - c. Benefits – includes Benefits and Dependents (if any are entered).
 - d. Contact – includes available Contact information, including Home Contact Information and Work Contact Information. It also includes two other tabs for Emergency Contacts and Support Roles.
 - e. Personal – includes Personal Information and IDs.
 - f. Overview – a compilation of the information shown above, in one place, including all of the “sub-tabs.”
3. Click the tabs (outlined in red in the screenshot on previous page) to display the information in those tabs.

LINK HELP DESK CONTACT INFORMATION

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234